



CITY OF ROCKLIN

Encroachment Permit Requirements

- Permit Fee: \$126
- 2 sets of plans showing the work to be done
- Submit 2 copies of Traffic Control Plan if working on City roadways (Refer to the WATCH Handbook which may be purchased from the City for \$8.00)
- Insurance Requirements: The City Attorney's office has prepared 3 insurance forms.
 1. *Certificate of Insurance* for the City of Rocklin.
 2. *Additional Insured Endorsement*.
 3. *Automobile Liability Special Endorsement for City of Rocklin*.

Your insurance company should use these forms, as the use of any other forms can delay permit processing. Public liability and automobile liability insurance with the following minimum limits are required per Section 12.04.060 of the Rocklin Municipal Code.

\$100,000	Bodily Injury
\$300,000	Each Accident
\$20,000	Property Damage

A faxed copy of the insurance certificates will be accepted to issue the permit, **as long as the originals follow in the mail**. Please have your agent include the location of where the work being done is on the insurance form. Forms may be faxed to (916) 625-5501. Original insurance certificates should be delivered or mailed to:

City of Rocklin
Department of Public Works
4081 Alvis Court
Rocklin, CA 95677

If you have any questions, please call the Public Works Department at (916) 625-5500.